

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
MARCH 17 – 21, 2014**

MONDAY, MARCH 17, 2014

*2:00 pm Solid Waste Board

Port & Resource Recovery Office
2561 S. Broadway

TUESDAY, MARCH 18, 2014

*5:00 pm Veterans Recognition Subcommittee

Room 201, Northern Building
305 E. Walnut Street

WEDNESDAY, MARCH 19, 2014

*7:00 pm **BOARD OF SUPERVISORS**

**Legislative Room 203
100 N. Jefferson Street**

THURSDAY, MARCH 20, 2014

*12:00 pm Housing Authority

Integrated Community Solutions
2605 S. Oneida St., Suite 106

*5:15 pm Library Board

Central Library
515 Pine Street

FRIDAY, MARCH 21, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD

*** Monday, March 17th – 2:00 pm**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – January 20, 2014 Meeting Minutes
5. 2013 Annual Report – *Request for Approval*
6. RFQ for South Landfill and Resource Recovery Park Engineering – *Request for Approval*
7. BOW Single Stream Facility Expansion - – *Update*
8. Solid Waste Transfer Station Hauling Contract Transition – *Update*
9. Designated funds investment strategy – *Update*
10. HHW DNR action - *Update*
11. Director's Report (letter to municipalities)
12. Such other Matters as Authorized by Law
13. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

BOARD OF SUPERVISORS

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305 E. WALNUT STREET
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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1513**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, March 18, 2014

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of February 18, 2014.
5. Air Force Band of Mid America performance, Sunday April 13/Green Bay West High School – Donations.
6. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair including comments from Steve Corrigan.
7. Discussion re: Topic of recognition at Veterans Appreciation Day at the Brown County Fair.
8. Discussion re: Providing information to Museum for World War I exhibit.
9. Report from CVSO Jerry Polus.
10. Comments from Carl Soderburg.
11. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
12. Such Other Matters as Authorized by Law.
13. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-36

PHONE (920) 448-4013 FAX (920) 448-6221

E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, March 19, 2014 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentations ****

Commendations to Supervisor Carpenter and Supervisor Hopp

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of February 19, 2014**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**
County Executive:
 - a) Appointment/Confirmation of Chad Weininger as Brown County Director of Administration.
 - b) Re-appointment of Craig Huxford, Supervisor Bill Clancy and Helen Smits to the Human Services Board.

7. **Reports by:**
- a) County Executive.
 - b) Board Chairman.
8. **Other Reports:**
- a) (None)
9. **Standing Committee Reports:**
- a) Report of Administration Committee of February 27, 2014.
 - i) Special Administration Committee of March 10, 2014.
 - b) Report of Education & Recreation Committee of March 6, 2014.
 - c) Report of Executive Committee of March 10, 2014.
 - d) Report of Human Services Committee of February 26, 2014.
 - e) Report of Planning, Development & Transportation Committee of February 24, 2014.
 - i) Report of Land Conservation Subcommittee of February 24, 2014.
 - f) Report of Public Safety Committee of March 5, 2014.
10. **Resolutions & Ordinances:**
- Administration Committee and Executive Committee**
- a) Resolution Designating Interim Treasurer for Brown County. *Motion at Admin: To approve; Motion at Exec: To approve.*
 - b) Resolution re: A Special Election for County Treasurer. *Motion at Admin: To approve; Motion at Exec: To approve.*
- Special Administration Committee and Executive Committee**
- c) Ordinance to Amend Sections 2.03 of the Brown County Code Entitled, "Organization, Policy and Authority of the Brown County Board of Supervisors" and Section 3.14 Entitled "Budget Transfers". *Motion at Special Admin: To approve; Motion at Exec: To approve.*
- Executive Committee**
- d) Resolution re: Authority to Execute a 2014 Agreement with the Brown County Medical Examiner Investigators. *Motion at Exec: For staff to author a resolution for a zero percent increase at next week's County Board meeting.*
 - e) Resolution re: Authority to Execute a 2014 Labor Agreement with the Brown County Human Services Para-Professional Employees Association. *Motion at Exec: To have staff present a resolution for a 1% increase for both Human Services Paraprofessionals and Professionals.*
 - f) Resolution re: Authority to Execute a 2014 Labor Agreement with the Brown County Human Services Professional Employees Association. *Motion at Exec: To have staff present a resolution for a 1% increase for both Human Services Paraprofessionals and Professionals.*
- Executive Committee and Human Services Committee**
- g) Resolution re: Change in Table of Organization Health Department Health Aide. *Motion at Human Services: To approve; Motion at Exec: To approve.*
- Human Services Committee**
- h) Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled "Public Health Nuisance" (Odor Complaints). *Motion at Human Services: All motions failed.*
 - i) Resolution re: On helping families move from homelessness to self-sufficiency. *Referred back from February County Board; Motion at Human Services: To hold for one month.*
- Planning, Development & Transportation Committee and Executive Committee**
- j) Resolution re: Change in Table of Organization U.W. Extension LTE 4-H Program Assistant. *Motion at PD&T: To approve; Motion at Exec: To approve.*

Planning, Development & Transportation Committee

- k) Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program. *Motion at PD&T: To approve.*

Land Conservation Subcommittee

- l) Village of Suamico Resolution Authorizing Brown County Land and Water Conservation Department to Enforce Chapter 26 of the Brown County Code with-in Village of Suamico. *Motion at Land Con: To approve.*

Public Safety Committee and Executive Committee.

- m) Resolution re: Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff. *Motion at Public Safety: To refer to Exec Cmte with Public Safety's recommendation that the Sheriff's salary be increased by \$3,000 plus they find a way to continue to compensate for the cost of retirement; To recommend a salary increase to the Clerk of Courts salary of \$2,000 per year for four years; Motion at Exec: To approve as presented.*

Closed Sessions:

Planning, Development & Transportation

11. Discussion and possible action on strategies and negotiating of new lease agreements at the airport.
- a) Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
 - b) **Reconvene in Open Session:** Discussion and possible action on negotiating new lease agreements with tenants at the airport.

Executive Committee: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on numbers 12 thru 17 below, as authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

- 12. Discussion and possible action on labor negotiations and bargaining with the County Sanitarians.
- 13. Discussion and possible action on labor negotiations and bargaining with the Medical Examiners.
- 14. Discussion and possible action on labor negotiations and bargaining with the Sanitarians.
- 15. Discussion and possible action on labor negotiations and bargaining with the CTC Registered Nurses.
- 16. Discussion and possible action on labor negotiations and bargaining with the Human Services Paraprofessionals and Professionals.
- 17. Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract

Reconvene into Open Session on the following:

- 12. Discussion and possible action on labor negotiations and bargaining with the County Sanitarians.
- 13. Discussion and possible action on labor negotiations and bargaining with the Medical Examiners.
- 14. Discussion and possible action on labor negotiations and bargaining with the Sanitarians.
- 15. Discussion and possible action on labor negotiations and bargaining with the CTC Registered Nurses.
- 16. Discussion and possible action on labor negotiations and bargaining with the Human Services Paraprofessionals and Professionals.
- 17. Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract.

18. Such other matters as authorized by law.
19. Bills over \$5,000 for period ending February 28, 2014.
20. Closing Roll Call.
21. Adjournment to Wednesday, April 15, 2014 at 9:00 a.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a long horizontal flourish extending to the right.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

PLEASE NOTE CHANGE IN DATE, TIME, AND LOCATION

**AGENDA
BROWN COUNTY HOUSING AUTHORITY
Thursday, March 20, 2014, 12:00 p.m.
Integrated Community Solutions, 2605 S Oneida St, Suite 106
Green Bay, WI 54304**

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 17, 2014, meeting of the Brown County Housing Authority

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

3. Approval of revisions to Chapter 4 (Applications, Waiting List and Tenant Selection) of Administrative Plan

NEW BUSINESS:

None

INFORMATIONAL:

4. Status of Brown County Housing Authority and Integrated Community Solutions 2014 Agreement
5. Unaudited Financials

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

6. Date of next meeting: April 21, 2014.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

Stainbrook_LM@co.brown.wi.us
www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, March 20, 2014


5:15 p.m.

AGENDA

1. Call to Order
2. Approve Consent Items (3 minutes)
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Strategic Plan – report from Public Library Association Conference
5. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Approve Carryover Funds plan
 - d. Facilities Report
 - e. Approve Annual Report
 - f. Approve Summer Hours – Denmark Branch
6. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
7. Old Business (5 minutes)
8. Personnel (10 minutes)
 - a. Approve Change in Table of Organization
 - b. Approve gift cards for staff who developed job factors
 - c. Approve Deputy Director salary and benefits
9. President's Report (5 minutes)
10. Director's Report – questions/clarifications (5 minutes)
11. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance objectives for director
12. Approve any action that may have been recommended in Executive Session (5 minutes)

13. Such Other Matters as are Authorized by Law (5 minutes)
14. Meeting Summary/Next Meeting Planning (2 minutes)Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.




**Kathy L. Pletcher
President**

Next Meeting:

Thursday, April 17, 2014
5:15 p.m.
Central Library
515 Pine Street



MARCH 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30pm	6 Ed & Rec 5:30pm Criminal Justice Coordinating Board 8am	7	8
9	10 Special Admin 5:00 Exec Cmte 5:30 pm	11	12	13	14	15
16	17  St. Patrick's Day	18 Veterans Recognition Subcmte 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Services 6:00 pm	27 Administration Cmte 5:00 pm	28	29
30	31					



APRIL 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5:30 pm	3 Ed & Rec 5:00 pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 Bd of Sup 9am (Organizational Mtg) Vets Subcmte 5:00 pm	16	17	18	19
20	21 Tentative - Land Con 6:00 pm PD&T 6:15 pm	22	23 Tentative - Human Services 6:00 pm	24 Tentative - Admin Cmte 5:00 pm	25	26
27	28	29	30			

BROWN COUNTY COMMITTEE MINUTES

- Aging and Disability Resource Center (February 27, 2014)
- Housing Authority (February 17, 2014)
- Human Services Board (March 13, 2014)
- NWTC Board of Trustees (February 19, 2014)
- Transportation Coordinating Committee (December 16, 2013 & March 14, 2014 (Draft))

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

February 27, 2014

PRESENT: Tom Diedrick, Steve Daniels, Pat Hickey, Lisa Van Donsel, Marvin Rucker, Larry Epstein, Barbara Robinson, Joan Swigert, Keith Pamperin, Melanie Maczka, Beth Relich, Lori Rasmussen, Corrie Campbell

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Diana Brown with N.E.W. Curative, Lisa Steffen with N.E.W. Curative, Steve McCarthy with N.E.W. Curative, Mike Duschene with Aspiro

The meeting was called to order by Chairperson Diedrick at 9:00 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: ADRC Staff and guests introduced themselves. Mr. Diedrick thanked Aspiro for inviting us to hold our meeting at their facility.

ADOPTION OF THE AGENDA: Ms. Van Donsel/Ms. Swigert moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF January 23, 2014:

Mr. Pamperin/Mr. Epstein moved to approve the minutes of the regular meeting of January 23, 2014. **MOTION CARRIED.**

FINANCE REPORT:

A. REVIEW AND APPROVAL OF JANUARY 2014 FINANCE REPORT: Ms. Bowers reported that January's Income Statement (enclosed) is uneventful.

Ms. Swigert/Ms. Relich moved to approve and place on file the January 2014 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Ms. Bowers distributed copies of the Aging & Disability Resource Center of Brown County Donations Memorial/Restricted Report. She gave an overview of the December 31, 2013 Report reviewing the Beginning Balance Column, the Restricted Additions that were added throughout the year, the Total Restricted Donations, any Restricted Purchases from those funds and the Net Restricted Donations. She explained that the last column, Net Restricted Donations of the December 2013 Report will also be the Beginning Balance Column of the January 1, 2014 Report.

Board Members reviewed the January 2014 Restricted Donation Report. The total addition for the month of January, 2014 was \$10 for the Fishing Club. Ms. Bower noted that these funds will be used to benefit that club. Mr. Pamperin, a participant of the Fishing Club, described to the board some of their outings and social activities.

Ms. Campbell/Ms. Hickey moved to approve the Restricted Donations for January, 2014. **MOTION CARRIED.**

C. PRELIMINARY NET ASSET REPORT: Ms. Bowers noted that there was nothing further to report on the Preliminary Net Asset Report since last month; and when the audit is complete, we will review the final Net Asset Report along with other audit documents.

SHELTERED AND INTEGRATED WORK PANEL: ASPIRO, NEW CURATIVE: Mr. Duschene began by presenting the background of Aspiro. In 1957 this organization was established as the Brown County Association for Retarded Children. A few years later the name was changed to the Brown County Association for Retarded Citizens. Once again, in 2003 the name was changed to Aspiro, a

Latin word meaning to reach or climb towards something which fits in with their mission “*To help people reach their full potential*”. Mr. Duschene noted that although in the beginning their focus was on sheltered work (pre-vocational), in the early 80’s they also began to focus on supportive employment (working out in the community) for their clients. Aspiro serves 1200 clients a year and is known for its’ CRP (Community Rehabilitation Program); however, they also serve clients through respite, citizen advocacy, a positive parenting program and recreational services. They have placed 776 people in community based jobs, but also provide sheltered work for those who are unable to go out into the community.

Mr. McCarthy, with N.E.W. Curative, noted that Curatives’ origins were also in the mid 1900’s. Curative’s primary focus is on providing services to older adults and their caregivers, people with disabilities, and employment services within their Community Rehabilitation Program. He explained that the intent of the sheltered workshop (pre-vocational) is to provide not only job skills development but also to provide an environment where people could interact with their peers, feel a sense of belonging, while actually earning a wage. Wages earned are based on the productivity of each employee (commensurate wage).

Mr. Duschene shared an educational video created by Aspiro with the support of N.E.W. Curative, Eastshore Industries in Algoma, and Sunshine House in Sturgeon Bay that they could be used as a tool to educate how commensurate wages are determined within Community Rehabilitation Programs.

Discussion ensued between the ADRC Board, Mr. Duschene, Mr. McCarthy, Ms. Steffens, and Director of Employment & Training for N.E.W. Curative, and Ms. Brown, Vice President for Program Services at N.E.W. Curative highlighting the pros and cons of the Community Rehabilitation Program (CRP) Model:

Pros	Cons
CPR’s offer choice of working in the community or in the sheltered workshop	Increasing the minimum wage would require CRPs to pay participants at this rate for any Federal contracted job- it would cost billions of dollars across the country
CRPs are the best model currently available for giving all people with disabilities employment experience	CRPs, it is argued, are not real world employment experiences for people with disabilities
CRPs provide the opportunity to build skills to go out into the community	CRPs fill an important role for those who have been unsuccessful in community work. Concerns are that folks never leave pre-vocational settings once they are working there
CRPs teach work rules, how to be part of a team, how to use a time clock, how to handle conflicts, or when it’s okay to call in sick, etc.	It is argued, that if all pre-vocational settings were closed everyone would have the opportunity to get a job
CRPs offer a supportive work environment where individuals can be with their peers, feel included, and really participate on a team	Some people want a “One Size Fits All”

Mr. Duschene stated that should CRP’s not be available, many adults with disabilities would be sitting home alone. Other points of discussion included how automation and foreign competition create challenges for the work CRPs do, how contracts work, education is needed for parent about the choices for employment, the need to continue to be proactive in promoting vocational education at the high school level, the need to continue to educate employers, and the fact that Wisconsin, including Aspiro and N.E.W. Curative, are considered the leaders in Community Rehabilitation Programs. Discussion also touched on the impact Family Care will have on CRPs. Mr. McCarthy noted that it is

our hope that by being a good, strong partner and making sure our vision is well aligned with the MCO (Managed Care Organization), there will be limited negative impact. The focus will be on helping people achieve their goals within the community. Mr. Diedrick noted that this is an issue that the ADRC Board will need to keep discussing as Family Care gets closer.

Mr. Duschene concluded by inviting those attending today's meeting to tour Aspiro's facility at the close of the meeting.

NOMINATIONS AND HR COMMITTEE REPORT:

- A. **ELECTION OF SLATE OF OFFICERS:** Mr. Diedrick reported that the Nominations and HR Committee met last week to prepare a slate of officers to present to the full board. The Committee is recommending that Mr. Diedrick remain in the position of Chairperson, Ms. Robinson for Vice Chairperson, Ms. Hickey for Secretary, and Ms. Relich for Treasurer. Mr. Diedrick asked three times for any other nominations for any of the positions from the floor.

Mr. Pamperin / Ms. Campbell moved that if there were no other nominations, the nominations be closed and a unanimous ballot be cast for the nominees selected. There was concern expressed regarding using the word "unanimous" in the motion at this time. Mr. Pamperin / Ms. Campbell amended the motion removing the word "unanimous". **MOTION CARRIED.**

Mr. Diedrick thanked Mr. Pamperin for his past years serving as Vice Chairperson. Mr. Pamperin expressed the importance of having someone serve as Vice Chairperson who can continue to work with the Chairperson and possibly move into that office when the Chairperson's term is up as Mr. Pamperin's term will end at the same time as Mr. Diedrick's. Mr. Diedrick explained that the Nominations & HR Committee will be addressing options for bring in individuals so terms are staggered to avoid the turnover of a full slate of officers at one time.

- B. **PROPOSED POSITIONS APPROVAL FOR 2014:** Mr. Diedrick noted that the Nominations and HR Committee also discussed the three new proposed positions included in the packet, Prevention Assistant, I&A Team Lead, and Maintenance Assistant. Ms. Christianson gave a brief overview (enclosed) of each position. She drew board members attention to the ADRC Organizational Chart (enclosed) as well as the buff sheet (enclosed), which depicts the potential cost and funding available for these positions. Ms. Christian reminded board members that typically these positions would be added during our budget process; however, late in the year we received the last allocation of ADRC Funds to prepare for Family Care. The ADRC also received additional Older American's Act funds based on our population growth. Since these are funds that must be used for ADRC development, we reviewed areas where additional support is needed.

Ms. Campbell/Mr. Pamperin moved to approve adding a Prevention Assistant, an I&A Team Lead, and a Maintenance Assistant to the ADRC Organization Chart as described. **MOTION CARRIED.**

DIRECTOR'S REPORT:

- A. **TRUE NORTH AND REVIEW OF AGENCY GOALS AND OBJECTIVES/COMMITTEES:** Ms. Christianson referred to the ADRC Committees & Taskforces for 2014 enclosed. She noted that the ADRC is a team based agency. In January our staff and committee chairs come together as a larger group to review their goals and objectives for the purpose of seeing how these goals relate to our agency's larger goals and the True North vision.
- B. **211/CRISIS CENTER/ADRC YEAR END REPORT:** Ms. Christianson generally does a combined Year End Report on 211, the Crisis Center and United Way. United Way is moving their offices and has not been able to provide Ms. Christianson with their narrative so her report was tabled until next month.

- C. UPDATE ON DEMENTIAL SPECIALIST RFP:** Ms. Christianson had hoped to have the RFP for the Dementia Specialist; however, it has not arrived at this time. She noted that she has been working with Ms. Brown and other community partners on creating a Dementia Capable Community. Ms. Brown noted that Options for Independent Living, N.E.W. Curative, and the ADRC has just put in a collaborative grant request to the Greater Green Bay Community Foundation. We are calling it "SOS for Dementia Care". This will be a 2-year grant or \$200,000 and our goal is to have money available to purchase technology and adaptive aides that will help families and caregivers of people with dementia remain at home longer.
- D. ADDLIFE MODERNIZATION SURVEY:** Ms. Christianson reported that the ADRC has begun to meet internally to discuss modernizing our site at 300 S. Adams. This is a State & National Initiative to modernize Nutrition Sites and AddLIFE Centers. We will be looking at options for a café model, a cyber café model, a library look, a café bistro type look creating an inviting atmosphere for our dining site area, our atrium and also giving our bathrooms a facelift. Ms. Christianson distributed an AddLIFE Modernization Survey we will be using to obtain feedback from people out in the community. She asked board members to complete a survey in order to get their perspective and encouraged them to distribute them at any functions or meetings they might be attending. Ms. Relich offered to take surveys to a Special Olympics event which would be a wonderful way to reach the disabled population. Ms. Christianson will bring back to the board a package of costs and budget requests when that information is available.
- E. GWAAR: SELF-ASSESSMENT:** Ms. Christianson drew board attention to the GWAAR Aging Unit Annual Self-Assessment Document enclosed in the packet. GWAAR is one of our funding streams and this self-assessment is linked to our 3 year aging plan. This document reflects the progress with our goals and Ms. Christianson requested board approval for its submission.

Ms. Relich/Ms. Van Donsel moved to approve the GWAAR Self-Assessment Report. **MOTION CARRIED.**

FAMILY CARE UPDATE: Ms. Christianson reported that there has been some shifting of the Northeast Wisconsin Family Care District where Rolf Hansen has been the CEO. Recently a decision was made that the Board of the Northeast Wisconsin Family Care District will work with the Lakeshore District (Winnebago, Fond du Lac, and Manitowoc) to collaboratively put in a bid to be the Family Care Provider for this region. This is not an official merger ; however when the RFP for the state comes out, they want to be in a better position, working with more counties, and a current MCO (Managed Care Organization) that may have a strong infrastructure in place.

Discussion ensued. Ms. Christianson noted that it has become a very competitive environment and until the bid process is completed, we must be careful not to give any MCO an advantage by responding to requests for meetings or information unless we provide the same opportunity for all MCO's who may also be submitting an application.

LEGISLATIVE UPDATES: Ms. Van Donsel encouraged those present to vote in the spring elections and on April 1.

ANNOUNCEMENTS:

Ms. Ropson shared with the board that the ADRC has joined the Meals on Wheels Association and we will be participating in the March for Meals Program this year. On March 17th we will be showcasing our Meals on Wheels Program and our volunteers. We have invited Executive Streckenbach and Mr. Eric Gengrich to say a few words that morning at our 331 Adams location and deliver a meal themselves. We have also extended an invitation to local, state, and federal legislators and the media to participate. Ms. Ropson distributed a flyer announcing this event and invited board members for their support.

Ms. Swigert announced that the movie "In Equality for All" will be shown at the Dem Office on Chestnut St. this evening at 7:00 p.m.

NEXT MEETING: The next ADRC Board of Director's Meeting is scheduled to be held on March 27, 2014 at the ADRC beginning at our regular time of 8:30 a.m.

ADJOURN: Ms. Maczka/Ms. Hickey moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 17, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Corday Goddard, and Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Pat Leifker, Nicole Tiedt, Yvette Tice, Matt Roberts, and Charles Androsky

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 16, 2013, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the December 16, 2013, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated January 10, 2014, regarding award of Federal FY 2013 Family Self Sufficiency Coordinator funding.

R. Hallet explained that Integrated Community Solutions (ICS) had received a response from the Department of Housing and Urban Development (HUD) regarding an application for renewal of Family Self-Sufficiency funding. The funding had been awarded to the amount anticipated. However, BCHA nor ICS had not been aware that the funding would be prorated, meaning that we will only received 98.3% of the amount awarded, or about \$1,500 less. ICS has several ideas for dealing with this less-than-expected amount and anticipates no problems.

3. Letter from HUD dated January 28, 2014, regarding preparing for the HCV Program in 2014.

R. Hallet gave details on the Get Ready 2014 letter that had been sent to the Authority from HUD. The proration for HCV funding came in at much more favorable levels than the previous year. The new level is 99% of Housing Assistance Payments. For Administrative Funds, the level is at 75%, which is what we were hoping for. However, included in the recently-passed appropriations bill, HUD now has authority to recoup funds through an offset if housing authorities have an excess reserve. This new development may necessitate the Authority to spend down its reserves in the future to avoid losing funds. HUD does not yet know the exact level of reserves which PHAs will be permitted to retain.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

P. Leifker reported that ICS had collected 105 preliminary applications in the month of January 2014.

B. Unit Count

It was reported by P. Leifker that the Unit Count for the month of January 2014 was 2,811.

C. Housing Assistance Payments Expenses

P. Leifker explained that the Housing Assistance Payments Expenses were \$1,112,441 in the month of January, 2014.

D. Housing Quality Standard Inspection Compliance

P. Leifker went on to explain that 457 total inspections had been conducted in January, 2014, of which 272 passed, for an initial passing rate of 59.5%. Of the initial failures, 80 passed the re-inspection, for a rate to 17.5%. There were 105 failures, an equivalent of 23%.

A. Hartman inquired if these figures were similar to past inspection rates. M. Roberts replied that yes, these present figures were very much in line with past results. A. Hartman inquired if a 20% failure rate was typical. M. Roberts replied this figure was not unusual.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice reported that there were 273 port-outs for the month of January, with an associated Housing Assistance Payment Expense of \$219,852. Monthly administration expenses were under spent by \$1,701. Family Self-Sufficiency funding was under spent by \$544.

T. Diedrick stated that fraud recovery dollars tended to increase at this time of year. The Authority can anticipate seeing this number increase over the next few months.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that there were 78 Family Self-Sufficiency clients in the month of January, 2014. There were 26 escrow accounts, one graduate, and one new contract for the same period. There were 64 individuals currently on the Homeownership program.

G. VASH Reports (active VASH, new VASH)

It was reported by N. Tiedt that there were 20 individuals on the VASH program in the month of January, 2014. There were no new individuals coming into the program during the same period.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were six new Langan investigations assigned in January, 2014. Four previous investigations were closed and there were four still active. In the same time period, 93 applications were processed and all were approved.

P. Leifker presented visual information demonstrating that seven of the fraud investigations were in Green Bay, one was in Pulaski; for initial applications, the majority (73%) were in Green Bay, but there are others from various other municipalities as well.

T. Diedrick pointed out that the given information indicated that the Brown County Housing Authority had realized some success in moving people out of higher-density areas and into the suburbs. He stated that eight or nine years ago, Green Bay was at about 85%. P. Leifker clarified that the given information specifies locations of applicants, but the numbers for participants are similar; the last time these numbers were gathered, it showed about 67% of voucher holders to be in Green Bay.

C. Goddard inquired if the residents of the suburbs have access to the resources they need. R. Hallet clarified that the advantages of living in the suburbs may sometimes outweigh the disadvantages.

OLD BUSINESS:

None

NEW BUSINESS:

5. Authorization to award auditing contract to Schenck for 2013 rate of \$8,025 and 2014 rate of \$8,250 with options for three 1-year renewals.

R. Hallet explained that it is the practice every few years for the Brown County Housing Authority to seek bids from potential auditors. These auditors had submitted proposals for the Authority's newest auditing contract. This year the process was done in conjunction with the Green Bay Housing Authority. Vendors were weighed against various criteria, to which all bidders had been identical, so price became the determining factor. Schenck had emerged as the lowest responsive bidder. Schenck is also the incumbent auditor and thus is familiar with the BCHA programs.

T. Diedrick voiced support for offering the auditing contract for bid at regular intervals. This would help ensure proper oversight and effective use of funds.

A motion was made by C. Goddard and seconded by A. DeKeyser to authorize the awarding of the auditing contract to Schenck. Motion carried.

6. Review and approval of Resolution No. 14-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2013.

P. Leifker reported that the previous year, HUD had rated BCHA at 96.3% for its SEMAP score. This score designated BCHA as a High Performer. The full points were not awarded in the Lease-Up category last year due to discrepancies with the Tenant Protection Vouchers. The expected rating for this year is 100%, which will again put us in the High Performer category.

T. Diedrick stated that this was positive news. The Authority and ICS have worked very hard together over the past years to improve the program. This ranking was indicative of the positive results that had been achieved.

A. Hartman made a motion to approve the Brown County Housing Authority Annual SEMAP submission for the fiscal year 2013. C. Goddard seconded. Motion carried.

INFORMATIONAL:

7. Preliminary unaudited financials.

R. Hallet explained the unaudited financials are included in the packet. These numbers are subject to change, but indicate what we anticipate submitting to HUD.

A. DeKeyser inquired about the increase of HUD income from 2013 to 2014 and also the contract costs to ICS for administration increased. Are these related? Y. Tice explained that it appears there was an increase from 2013 to 2014 because in 2012 we had not spent as much, so HUD didn't give us as much in 2013, since we had reserves to use from 2012. As for the 2014 ICS admin costs being high, that is because, as previously agreed upon, BCHA provided ICS with two months of admin up front to provide for the cushion with the new funding structure.

T. Diedrick explained that the allowance of funding for the next year is based on the utilization during the first nine months of the previous year. T. Diedrick suggested that ICS administration begin forecasting 2015's level of funding after September of 2014.

BILLS:

The Authority examined the January 2014 billing summary.

A. Hartman made motion to accept the January 2014 bills and place on file. A. DeKeyser seconded the motion. Motion carried.

FINANCIAL REPORT:

The January 2014 financial report was reviewed.

STAFF REPORT:

T. Diedrick inquired on the progress of filling the position of Planning and Community Development Director. R. Hallet explained that there were four candidates being interviewed the next week. Depending on the hiring process, the position may be filled in the next month.

T. Diedrick inquired how R. Hallet was keeping up with duties as Interim Director. R. Hallet explained that her workload was not over-burdened and that the main negative aspect was the absence of R. Strong's expertise and knowledge.

R. Hallet explained that although the agenda lists March 17, 2014 as the next meeting date, she and M. Roberts had been working on coordinating a joint meeting of the BCHA and ICS Boards and she would like to propose the joint meeting take place on March 20, 2014, at 12:00 p.m. at the ICS office. The Authority agreed to this arrangement. The March 17, 2014, meeting was rescheduled to March 20, 2014.

A. DeKeyser made a motion to adjourn, seconded by C. Goddard. Motion carried.

Meeting was adjourned at 3:28 p.m.

ca:rah:jd

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, March 13, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Susan Hyland, Craig Huxford, Helen Smits, JoAnn Grashberger, Carole Andrews

Excused: Paula Landrie, Bill Clancy, John Van Dyck

Also

Present: Nancy Fennema, Director of Community Programs
Tim Schmitt, Finance Manager
Jenny Hoffman, Economic Support Administrator
Chelsey Groessl, Economic Support Supervisor

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

GRASCHBERGER/ANDREWS moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of February 13, 2014 Human Services Board Meeting:

Since there was no quorum for the meeting, there are no minutes to approve. The minutes from the January 9th Board meeting will be approved next month.

4. Executive Director's Report

Nancy Fennema gave a brief report in Jeremy's absence.

- We are starting to prepare for the 2015 budget.
- The Contract & Provider Relations Manager position has been filled by Molly Hillmann, who comes to us from the Administration department. She starts with us 3/31 and will be a great fit to the role.
- Nancy attended a LEAN conference Tuesday that was put on by Brown County and stated it was very well put together and attended. As a new employee, it was helpful to have the Brown County LEAN history and get a better knowledge of the terminology.
- We are almost done closing the books for 2013 in our financial area.

5. Energy Assistance Update

- Chelsey Groessl introduced herself and gave a background on the Energy Assistance program.
- The heating season for the program runs from October 1st through May 15th. One heating benefit and one non-heating electric benefit are allowed per household. There is

regular season benefits and crisis benefits available. Crisis benefits would be for a household facing disconnect or having a no-heat situation. There is also a furnace program which runs year round which assists qualified homeowners with a repair or replacement. Lastly, eligible dwellings can be weatherized.

- Our Energy Assistance unit has been focusing on outreach efforts, in an attempt to expand into more rural settings. We have embraced a lot of communication methods. Prior to the program being at Brown County, clients were required to do face to face interviews. We have opened it up for people to do telephone interviews and paper applications as well.
- We are at an increase of 3.8% cases of heat benefits issued compared to last year. For the non-heating electric benefits issued, we are at an increase of 2.1%. We have been able to increase our service to eligible citizens.
- Propane has been talked about a lot in the media this season. At the Home Energy Plus Conference, the background on propane issues was discussed. Record cold temperatures, issues with inventory and the shutdown of a pipeline all played a part in the propane shortage we have experienced. The state has been changing crisis and payment requirements specifically for propane customers. They are also looking at storage options as well as publishing information on fuel switches for consumers.
- We are preparing for the disconnect season as we want to make it the most efficient. We anticipate it to be busier as heating bills have been 30% higher. We do like to encourage co-payments to have consumers take ownership of paying part of the bill.

Q: Citizen Board Member Huxford stated there are a few veterans involved in the Veteran's Treatment Court that are struggling with paying their energy bills and asked what the qualifications are for applying.

A: Groessl stated that if you have a permanent residence and meet the income guidelines, you will be able to qualify. Energy Assistance workers will take a look at all household residents, their incomes and what bills they have to determine eligibility.

HUXFORD/HYLAND moved to receive and place on file.

Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

ANDREWS/SMITS moved to receive and place on file.

Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, April 10, 2014
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. **Adjourn Business Meeting:**
HUXFORD/GRASCHBERGER moved to adjourn; motion passed unanimously.
Chairman Lund adjourned the meeting at 5:33 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, February 19, 2014
12:00 p.m.

NWTC-Green Bay Campus
2740 West Mason Street, Green Bay, Wisconsin 54303

The Board Chairperson called the February 19, 2014 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, Dave Mayer, Jeff Rickaby,
Kim Shanock, Ben Villarruel

EXCUSED: Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Linda Hartford, Jim Blumreich, Matt Petersen, Karen Smits,
Sandy Ryczkowski, Pamela Phillips, Clark Wagner, Suzanne Ritter, Anne Kamps, Lori Suddick,
Susan Garot, Megan Popkey, Jennifer Pigeon, Gina Van Egeren, Chet Lamers, Chris Dahlke,
John Kopp, Val Belinski, Sue Zittlow, Danielle Kerkhoff, Vickie Lock, Karl Reischl,
Annelise Sieving

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment.

- Linda Hartford introduced Karl Reischel, newly appointed Technical Director in IIT.

Reports

Student Senate Update

Annelise Sieving, Student Senate President, updated the Board as follows:

- Welcome Week went smoothly with roughly 400 attendees.
- During the past weekend Student Senate leaders attended a Leadership conference in Madison and were able to meet with Senator Dave Hansen regarding financial aid and its importance to the students.
- As President of Phi Theta Kappa on campus, Annelise noted that the NWTC Beta Nu Theta Chapter was designated a 5-star status for the chapter for community service activities, and she will be running for a regional position in Wisconsin.

Board EduByte – Botanical Garden Update

Susan Garot, Green Bay Botanical Garden Executive Director, provided the Board with an update on Garden activities.

- Susan Garot presented the Board with a check in the amount of \$6,329.70, as part of the gate proceeds paid to the College for use for scholarships.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of January 1-30, 2014 \$3,412,842.19

Detailed copies of the current disbursements for fiscal year 2014 for the month of January were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person. Board Exhibit 1 was a copy of the certified 2nd quarter Capital Expenditures report for items over \$50,000.

Dave Mayer moved that Board approval be given for the January 2014 bills as presented and for the 2nd quarter Capital Expenditure Report for items greater than \$50,000.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on January 15, 2014 the Board authorized the borrowing of \$5,000,000 for FY 2014 capital budget needs (\$2,430,000 for moveable equipment; \$920,000 for building purchase; \$1,500,000 for building improvement; and 150,000 for site improvement.) A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$5,000,000, and specifying the amount of the tax heretofore levied, was prepared by Bond Counsel and attached as Board Exhibit 2. PMA Financial Network, Inc. solicited competitive bids for the issue and presented the bid tabulation and the winning bid for the sale of the notes at the meeting on February 19, 2014.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$5,000,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Ying LaCourt

- Michele Wiberg presented the sale summary to the Board. Six bidders submitted a total of 22 bids with the auction extended three times.
- The sale of the bonds was awarded to BMO Capital at an interest rate of 0.7386%.
- Recommended fund balance is now at 30% rather than 20%.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing the Redemption of General Obligation Promissory Notes, Series 2006b, Series 2006c and Series 2006E

Board Exhibit 3 was a copy of the resolution authorizing the redemption of general obligation promissory Notes, Series 2006b, Series 2006c And Series 2006E.

The available debt service fund balance has accumulated over a number of years, primarily due to the low interest rate environment. Staff recommends the proposed strategy to include prepaying three separate outstanding debt issues from 2006. The issues are callable, or eligible for prepayment (redemption) without penalty, on April 1, 2014. The District would utilize \$745,000 of the uncommitted debt service fund balance for this purpose. In doing so, the District will reduce future debt service payments by \$791,850, as shown on the "Prepayment Analysis" prepared by Bond Counsel as Exhibit 4.

Jeff Rickaby moved that the Board adopt the resolution authorizing the redemption of General Obligation Promissory Notes, Series 2006B, Series 2006C, and Series 2006E (Board Exhibit attached). Passage of this resolution will allow administration to meet the requirement of distributing the call notices for each respective series of notes 30 days prior to the redemption date of April 1, 2014.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Request for Capital Funds to Expand the Edware Data Warehouse System to Assess Program Performance.

The College utilizes a data warehouse system called Edware that provides an array of reporting and dashboard tools used for information and data mining. This data warehouse tool is now being expanded to include program scorecard data concerning the viability of learning programs. It will also be expanded to provide data to help evaluate a student's progress in the Basic Education and English Language programs in a manner in line with the college's "Achieving the Dream" and 2018 Strategic Directions. This project would be a capital purchase of \$125,000 involving the use of an IT consultant at contracted labor rates per a NWTC issued RFP. There is adequate capital contingency reserve funds available to support this request.

Jeff Rickaby moved that the Board authorize \$125,000 to be withdrawn from the capital contingency reserve to allow the purchase of IT consulting services for extending the Edware data warehouse system to assess program performance.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the January 15, 2014 Board meeting were sent to Board members prior to the February Board meeting. It was recommended that Board approval be given for the January 15, 2014 Board meeting minutes as presented.

Facilities Remodeling and Expansion Resolutions

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling and/or expansion. The following project is contained within the Student Center remodel as part of the FY14 capital budget (\$385,591) and is intended for construction beginning in summer of 2014. It was recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the project to relocate and remodel the Connect Classrooms (formerly denoted as Interactive Television – ITV classrooms) in the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College.”

Resolution Requesting State Board approval of the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the WTCS Board for the project to relocate and remodel the Connect Classrooms in the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College.”

New Hires- Faculty

Melinda Rose, Paramedic Instructor - Melinda Rose was the Selection Committee’s top choice for the Paramedic Instructor position. Ms. Rose holds a Bachelor of Science in Criminal Justice from Carroll University. Also has taken the Paramedic & Emergency Medical Technician Basic courses from NWTC. Since 2007, Ms. Rose has been a Paramedic at St Mary’s Hospital Medical Center. From 2009-2010 she was a Paramedic Supervisor at New London Family Medical Center. Prior to that, she was a Paramedic for Bell Ambulance.

Placement for this position would be at the Faculty Level A, \$60,655 for 175 days of obligation.

It was recommended the Board approve the above appointment.

New Hires- NUP Administration

Brian Krogh, Associate Dean, Health Sciences (Nursing) - Brian Krogh was the Selection Committee’s top choice for the Associate Dean, Health Sciences (Nursing) position. Mr. Krogh holds a Master of Science degree in Nursing from Bellin College-School of Nursing and a Bachelors of Science in Nursing from the University of Wisconsin Green Bay, as well as an Associate Degree in Nursing from NWTC. Since August 2007, Mr. Krogh has been a Nursing Instructor at NWTC. Prior to that, he was an Adjunct Instructor at NWTC.

Placement for this position would be at the NUP Level F, \$104,594.60.

It was recommended the Board approve the above appointment.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 5.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full

costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 5.

Dave Mayer moved that the Board approve the consent agenda items as follows: the January 15, 2014 Board meeting minutes; the resolution approving the development of the project to relocate and remodel the Connect Classrooms (formerly denoted as Interactive Television – ITV classrooms) in the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College; the resolution requesting approval by the WTCS Board for the project to relocate and remodel the Connect Classrooms in the Student Center of the Green Bay Campus of Northeast Wisconsin Technical College; the appointment of Melinda Rose, Paramedic Instructor; the appointment of Brian Krogh, Associate Dean, Health Sciences (Nursing); and, the contracts for services identified in Board Exhibit 5.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting “Aye” on roll call.

Board Organizational Item

March Board Meeting Agenda

The Board discussed the March Board meeting agenda and the scheduled joint meeting with the NWTC Educational Foundation Board members.

- From discussions with College leadership on both boards, some of the consensus is that discussion would include the relationship between the NWTC Board and the Foundation Board and how both boards can work together to move the Foundation and College forward. Roles of both of the Boards will be shared so that there is a better understanding of the responsibilities and goals of both groups.
- The Foundation Board raised \$1.2 million for the 4th floor expansion on the Health Sciences building. They also would like to achieve a \$10 million endowment in the next five years.
- Both boards play a very important advocacy role for the College, and discussion would include how to work together in advocacy efforts.
- Begin discussion with the College goals set forth.

Reports

Policy Discussion – Setting Metric & Strategic Goal: Employability Skills

The Board discussed the goals to be achieved relative to the strategic direction of Employability Skills and accompanying metrics.

- Need to determine what employers would look at to indicate that NWTC graduates applying for positions can meet the employability skills they need to have imbedded in future candidates. Most employers do not request College transcripts prior to hiring.
- Writing skills are as important as math skills in all programs, but very important in the Corrections and Public Safety Departments.

Laurie Davidson entered the meeting at this time (1:55 p.m.).

Key Performance Outcomes

The President reviewed the end of 2nd quarter Key Performance Outcomes Status Report for academic year 2014 which was included as Board Exhibit 6. Included with the quarterly report are the FY 2014 Operational and Capital Contingency Account Status Reports, the Board Professional Development Account Status Report, the FY 2014 & Prior Year Capital Budget Status Report for items with a total cost of \$50,000 and greater, and the College Vehicle Use Report.

President's Report

Enrollment Activity –

- FTEs are currently at 6,765, down 1.5% from this time last year. The projected FTEs are 7,033 versus 6,930, with headcount currently at 33,675 versus 36,151 (-6.9%).

Legislative Issues (state & federal) –

- The Joint Finance Committee (JFC) passed out of committee January Special Session bills AB/SB 1 (including the \$406 million technical college property tax shift) and AB/SB 2 (the one-time \$35 million to the Department of Workforce Development - DWD - for purposes including addressing technical college capacity bottlenecks in high-demand fields).
- Legislative Luncheon is scheduled for Monday, March 3, 2014.

Current Events –

- College has been nominated as a finalist for the Award of Excellence for Student Success to be awarded at the April AACC Conference. Three staff will be presenting on the On-Course work that NWTC has implemented.
- The WTCS C3 Conference was held in Wausau, with great representation from NWTC with staff presenting at several workshops.

Health Insurance Co-Op –

- The WTCS Human Resource staff has gone out to see if there was feasibility in creating a Health Insurance Co-Op for the WTCS districts. Dollar savings would vary by district. There is a required 2500 participating employees that would be required to form the co-op.
- Some concern that the current Self-Funded Fund Balances would not be accessible to the College once joining the co-op. The College must pay the Co-Ops calculated rate, the reserve would grow if experience was better, and the College must maintain a reserve at the co-op dictated level.
- Some issues of concern include the lack of detail behind how they achieved a decrease in costs.
- The next step will be to hire an independent actuary to validate the numbers presented.

State Performance Payments –

- Shared information on the performance payments criteria and model.

FY15 Budgets –

- Capital Budget presentation will be given in March and the Operational Budget will be presented in April.
- President will be talking to the Board in March about the possibility of running a referendum in order to better address the needs of the College in offering programming.

Dave Mayer moved that the February 19, 2014 Board meeting be adjourned (3:10 p.m.).

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.


Phyllis J. Habeck, Board Secretary

3-12-14
Date

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, December 16, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown*	<u>X</u>	Cole Runge	<u>X</u>
Vinnie Caldara	<u>X</u>	Mary Schlautman	<u>X</u>
Brandon Cooper	<u> </u>	Julie Tetzlaff	<u>X</u>
Pat Finder-Stone	<u>Exc</u>	Lisa VanDonsel	<u>X</u>
Chris Hasselbacher	<u>X</u>	Derek Weyer	<u> </u>
Kathy Hillary	<u> </u>	Tina Whetung	<u>X</u>
Debbie Johnson	<u>Exc</u>	John Withbroe	<u> </u>
Patty Kiewiz	<u>X</u>	Vacant – BC Exec.	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Board	<u> </u>
Sandy Popp	<u>X</u>	Vacant – BC Human Svcs	<u> </u>

OTHERS PRESENT: Lisa J. Conard, Essie Fels, Christel Giesen, Greg Maloney, and
 *Denise Misovec for Diana Brown.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the September 9, 2013, Transportation Coordinating Committee meeting minutes.

A motion was made by M. Schlautman, seconded by T. Whetung, to approve the September 9, 2013, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

C. Runge introduced Mr. Vinnie Caldara of MV Transportation. Mr. Caldara takes the place of Mr. Geo Jackson on the TCC.

C. Runge announced that long-time E & D Subcommittee and TCC member, Chris Hasselbacher, will be retiring from the Brown County Human Services Department. C. Runge thanked C. Hasselbacher for her many years of service.

C. Hasselbacher introduced Mr. Greg Maloney who will be taking her place on the TCC. Mr. Maloney also represents the Brown County Human Services Department.

2. Review and approval of Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2014.

C. Giesen reviewed proposed application for 2014. The Aging & Disability Resource

Center (ADRC) is proposing contracting with the following providers to deliver specialized transportation services in Brown County:

- American Red Cross Northeast Chapter: \$326,933
- N.E.W. Curative: \$190,982
- Brown County Human Services: \$61,551
- Salvation Army: \$9,900
- Oneida Elder Services: \$3,600
- ADRC Rural Driver Escort Program: \$20,251

This program is consistent with past applications.

M. Schlautman stated that the ADRC is requesting that the TCC endorse the program and prepare a letter of support to be included in the application.

C. Giesen stated that through a partnership with Red Cross, transportation services are now being provided to the Denmark area once per month.

M. Schlautman announced that Mr. Steve Hirschfield, WisDOT administrator of the state's 85.21 program, has transferred to another division within WisDOT. Ms. Judy Foss will be taking over the program.

A motion was made S. Popp, seconded by J. Tetzlaff, to approve Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2014. Motion carried.

C. Runge stated he will prepare a letter of endorsement on behalf of the TCC and send it to the ADRC staff.

3. Update on the status of the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

C. Runge stated that because the Green Bay Urbanized Area population now exceeds 200,000, the Federal Section 5310 program will no longer be administered by the state. The Brown County Planning Commission (BCPC) and Green Bay Metro will cooperatively manage the program, and a program management plan was developed by BCPC staff and approved by the BCPC Board of Directors and Green Bay Transit Commission.

C. Runge noted that Red Cross vehicles have been approved through 2014 under the previous 5310 program funding cycle. T. Whetung confirmed this.

C. Runge stated that the first solicitation under the revised program will likely begin in the fall of 2014.

C. Runge stated that planning staff was told on many occasions by WisDOT that the Green Bay area will have a total of \$310,000 for 2013 and 2014 (\$155,000 per year) to distribute for 5310 program projects. However, planning staff was told three days ago that we will receive \$163,000 for 2013 and funding has not been determined for 2014. This funding is separate from the Red Cross vehicles already approved for

2014.

C. Runge stated that he has requested an explanation from WisDOT about this funding difference and will report back to the TCC when he receives an answer.

C. Runge noted there will now be money available for operating projects in addition to capital projects. He also noted that the pool of applicants will likely be expanded to include Green Bay Metro and other entities that could not apply for 5310 program funds in the past.

Discussion occurred on the benefits of reaching the 200,000 population threshold. One of the benefits is that the Green Bay Urbanized Area will now receive a funding set-aside instead of having to compete for funding on a statewide basis.

4. Discussion of the completed 2013 Brown County Coordinated Public Transit-Human Services Transportation Plan.

L. Conard referred to a two-page summary of the plan that was included in the meeting packet.

Moving Ahead for Progress in the 21st Century (MAP-21), the current federal transportation law, requires the creation of a “*locally developed coordinated public transit-human services transportation plan*.” In cooperation with the Wisconsin Department of Transportation, BCPC staff is responsible for this requirement in Brown County.

L. Conard reviewed the plan process as detailed in the report.

L. Conard stated that plan has been submitted to WisDOT, and WisDOT staff has forwarded the plan to the Federal Transit Administration (FTA).

L. Conard thanked the members of the TCC that participated in the process.

The complete report can be found on: <http://www.co.brown.wi.us/> click on Departments, Planning, Transportation, and scroll down to Specialized Transportation in Brown County.

5. Update on the status of Wisconsin’s Non-Emergency Medical Transportation (NEMT) Program.

(Note: Discussion under this item is in regard to NEMT provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)

S. Popp stated she has worked with Options for Independent Living clients on an individual basis to resolve issues with MTM. For the most part, the issues have been solved. S. Popp indicated that it appeared that clients were having fewer problems with MTM than with the previous provider, LogistiCare.

P. Kiewiz stated that MTM is assigning clients to fixed route bus systems throughout

the state, which is good. However, in some cases, the client cannot take the fixed route bus system due to disability. In the Green Bay area, MTM has suggested to individuals that they take the paratransit program without explaining to the client that they have to complete an application and qualify for the paratransit program.

P. Kiewiz stated that MTM has also distributed the wrong bus fare media to clients. Metro has received day passes from the Wausau and Madison bus systems. Wausau has reported receiving Green Bay Metro system passes.

C. Hasselbacher stated that a Brown County Human Services client was scheduled to be picked up by a local transportation company under contract with MTM. The vendor sent a vehicle that could not accommodate the client. After discussion between Human Services staff and MTM, the issue was resolved and the client was able to receive the medical treatment needed. However, discussion with the local vendor indicates that MTM's communication is lacking.

All agreed it is important to call the MTM complaint line or the DHS ombudsman to report problems such as this.

G. Maloney stated that a Human Services client was picked up one hour and 45 minutes prior to the scheduled pick-up time.

Discussion occurred about allowable pick up and drop off times for clients. Current guidelines allow for clients to be picked up one hour before and one hour after the scheduled time.

G. Maloney suggested that the current guidelines are not practical for most clients.

S. Popp agreed. S. Popp stated advocates requested lower allowable wait times at the time the contract was being discussed. It is also important to keep in mind that the service provided by MTM is a shared-ride service. Shared-ride service adds trip length and time spent on vehicles.

S. Popp stated she will look into the current guidelines to see if there is a chance they can be revised. She will report her findings to the TCC.

C. Runge stated that this item will be placed on the next TCC meeting agenda.

6. Round robin discussion about paratransit service.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

P. Kiewiz stated that Green Bay Metro will be issuing a new paratransit application form in the near future. The new application form will attempt to get as much information from a client that is needed to determine eligibility. Many clients indicate that they need paratransit because they use a "wheelchair". Using a wheelchair does not automatically qualify someone for the paratransit program, as all fixed route buses have lift-equipped features. Hopefully the detail provided on the application will streamline

the approval process and avoid appeals.

P. Kiewiz stated that the paratransit service area has been extended to cover the new Costco and Costco area in Bellevue.

P. Kiewiz stated that fixed route bus service has changed in the Village of Ashwaubenon due to the Oneida Tribe of Indians pulling out of the system.

L. VanDonsel stated that bus service previously provided by the #16 route is now covered by the #10 route.

P. Kiewiz confirmed this. The new #10 now covers most of the areas previously covered by the #16 plus additional areas in eastern Ashwaubenon. This has resulted in an increase in the village's portion of the local cost share.

J. Tetzlaff asked staff to describe the procedure if a client falls on a paratransit vehicle.

V. Caldara stated that the driver is instructed to call dispatch. A 911 call will be placed if determined necessary. Drivers will not attempt to move a client. An MV supervisor will arrive at the scene and document the incident.

P. Kiewiz agreed, stating that drivers (paratransit or fixed route) are not medical professionals. If someone falls on a bus, a dispatcher is called. An ambulance may be called to assist. Metro staff will pull the on-board video and the incident will be documented.

L. Van Donsel stated she has heard complaints from MTM clients. However, MTM clients may be unlikely to call the complaint line in fear that they may lose the service.

7. Other matters.

The meeting dates for 2014 are as follows:

Monday, March 10, 2014
Monday, June 9, 2014
Monday, September 8, 2014
Monday, December 15, 2014

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

8. Adjourn.

C. Runge closed the meeting at 10:50 a.m.

(DRAFT) MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, March 10, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	<u>X</u>	Cole Runge	<u>X</u>
Vinnie Caldara	<u>X</u>	Mary Schlautman	<u>X</u>
Brandon Cooper	<u> </u>	Julie Tetzlaff	<u> </u>
Pat Finder-Stone	<u>X</u>	Lisa VanDonsel	<u>Exc</u>
Kathy Hillary	<u> </u>	Derek Weyer	<u> </u>
Debbie Johnson	<u>X</u>	Tina Whetung	<u> </u>
Patty Kiewiz *	<u>X</u>	John Withbroe	<u> </u>
Greg Maloney	<u>X</u>	Vacant – BC Exec.	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Board	<u> </u>
Sandy Popp	<u>X</u>	Vacant – BC Human Svcs	<u> </u>

OTHERS PRESENT: Lisa J. Conard, * Essie Fels for Patty Kiewiz, and Christel Giesen.

Members of the public: Pat Bertrand, Julie Gordon, Bruce Hansen, Ed Ladowski, Nick Mills, Barbara Simpson, and Dianne M. Winkel.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the December 16, 2013, Transportation Coordinating Committee meeting minutes.

A motion was made by M. Schlautman, seconded by S. Popp, to approve the December 16, 2013, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

2. Discussion of paratransit trip scheduling.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

E. Fels stated that paratransit clients and/or guardians can call until 5:00 p.m. the day before a trip to make arrangements for next-day transportation.

3. Discussion of allowed pick-up and drop-off wait times for clients of Wisconsin's Non-Emergency Medical Transportation (NEMT) Program.

(Note: Discussion under this item is in regard to NEMT provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)

S. Popp stated that the 15 minute before-after grace period that applies to paratransit trips also applies to the State of Wisconsin's NEMT Program that is provided by MTM. This is good news, because some MTM clients have been told by MTM that the grace period for pick-ups and drop-offs is one hour before and after the scheduled time.

L. Conard read a list of NEMT trip providers that have operated in Brown County under contract with MTM. They are:

1. Abby Vans, 1115 W. 4th St., Neillsville, WI 54456-1605
2. Chariot Cabulance, W2748 Mueller Rd., Hilbert, WI 54129-9442
3. Cruise Line, 9710 W. Flebrantz Ave., Wauwatosa, WI 53222
4. DR Medical Rides, 324 W. Randolph St., Stoughton, WI 53589-2555
5. Koeppens, 217 Industrial Ave., Clintonville, WI 54929-1177
6. Green Bay Metro, 901 University Ave., Green Bay, WI 54302
7. New Wave, 321 S. Washington St. Unit 223, Green Bay, WI 54301-4262
8. North Central Caravans, N914 County Rd D, Antigo, WI 54409-9079
9. Northeast, 9431 County Rd D, Forestville, WI 54213
10. Northwest, 24996 State Rd 35, Siren, WI 54872-0162
11. Quality Cab, 730 Northwest Way, Fond du Lac, WI 54937
12. Sunny Medical Ride, 621 N. Sherman Ave., Madison, WI 53707-7124
13. Yellow Cab of Brown County, 1212 S. Maple Ave., Green Bay, WI 54304-2755

(Note: The NEMT Program is administered by the State of Wisconsin and should not be confused with the paratransit program provided by Green Bay Metro.)

4. Round robin discussion about paratransit service.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

C. Runge asked the committee members if they have paratransit service issues they would like to discuss. No committee members had paratransit issues to discuss.

C. Runge stated that there are people in the audience who wish to speak. He then asked the committee if it would open the floor to allow people in the audience to speak.

A motion was made by S. Popp, seconded by G. Maloney, to open the floor to allow people in the audience to speak. The motion carried unanimously.

C. Runge acknowledged the members of the public and asked them to state their names and addresses before speaking.

Julie Gordon, Green Bay, expressed the following concerns:

- Had a hard time finding the meeting notice on the county website.
- Was dissatisfied that "accommodations" located at the bottom of the agenda did not include free rides to the meeting for paratransit clients.
- Disappointed with the availability of literature, including phone numbers, regarding the paratransit program.
- Did not like the meeting time of 10:00 a.m. and suggested 7:00 p.m. for future meetings.

- Expressed concerns regarding the level of service MV was providing under contract with Green Bay Metro.
- Does not like the on-board safety procedure for clients needing 911 service.
- Suggested MV drivers have not been trained properly to operate in snowy conditions.
- Would like to see accident statistics for MV.
- Expressed she was not in favor of Metro continuing the paratransit contract with MV.

C. Runge explained that the Transportation Coordinating Committee (TCC) membership is largely made up of area human service agency staff. The TCC meets once per quarter to address paratransit and other specialized transportation issues that may exist and discuss how the issues can be resolved. However, the TCC does not oversee Green Bay Metro's paratransit program. Instead, the Green Bay Transit Commission has direct oversight of the paratransit service.

The TCC members routinely work with clients at their agencies, Green Bay Metro, and MV to resolve issues and fulfill requests on a case-by-case basis. Clients and their guardians/caregivers are encouraged to contact the agency staff people who serve on the TCC if an issue arises or to work directly with Green Bay Metro or MV.

Discussion occurred regarding the use of a "posse" belt/strap (a seat belt-like safety device used to secure clients in their wheelchairs while being transported in and out of the vehicles). It was suggested that many clients do not want to be secured in this manner and have complained of its use.

V. Caldara, MV, stated posse belts have been used in the industry for over 10 years. MV drivers will ask a client if they would like to have the posse used. If a client indicates no, the posse will not be used. However, some paratransit clients are not verbal and cannot indicate to the driver if it is okay to use it.

L. Conard suggested that a note be added to the client's electronic profile to indicate whether or not the posse should be used.

V. Caldara indicated that could be a possibility. The message could be indicated in the notes section of the manifest.

Bruce Hansen, Green Bay, noted the following concerns.

- Paratransit clients/guardians have not been surveyed about the quality of service being provided by MV.
- Disagrees with Green Bay Metro's *No Show Policy*.
- Does not like the federally-allowable one hour maximum ride time.
- MV driver dropped off family member and caregiver at wrong facility last fall.

V. Caldara, MV, stated that clients should not be dropped off at the wrong location and will look into this situation.

C. Runge stated that the paratransit program is intended to complement the fixed route bus system. Although it is ideal for the client to spend as little time as possible on the vehicle, it is a shared ride program, just like the fixed route bus system. Other paratransit clients may be picked up or dropped off before the client reaches his or her final destination.

E. Fels, Green Bay Metro, stated that she and P. Kiewiz are working on a survey for clients/guardians to express their opinions regarding paratransit service. The survey is expected to be complete in the near future. In addition, E. Fels stated she routinely monitors MVs performance in the field. E. Fels randomly selects trips and observes boarding and unloading procedures without the knowledge of MV staff.

Ed Ladowski, De Pere, stated that he was a driver for Medi-Vans (Metro's previous paratransit provider) for 10 years. He stated he has maintained relationships with former clients and guardians and stated that MV does not provide good service. E. Ladowski suggested that the contract be put out for proposals.

Nick Mills, Green Bay, stated he is a former driver for Medi-Vans and MV. N. Mills stated that MV radios do not work well, MV staff does not answer the phone, and Metro staff does not return phone calls. N. Mills believes MV is not performing to the level outlined in the contract.

Pat Bertrand, 2995 Riverside Drive, identified himself as a UW-Green Bay student and paratransit client. P. Bertrand indicated he typically makes reservations two weeks in advance. However, P. Bertrand indicated he would prefer more flexibility when it comes to his pick-up at UW-Green Bay, which is typically after 3:00 p.m. on school days. P. Bertrand indicated he schedules his pick-up using the best information he has at the time, but occasionally, if something comes up, would like to adjust the pick-up time on the same day (policy allows a client to change a pick-up time the day before by 5:00 p.m.). P. Bertrand recognized that it is a ride-share program and that he may ride with others. The fact that others may be riding may lead to a longer ride than if no one else was in the vehicle.

P. Bertrand also noted that he had scheduled a trip pick-up at the Kress Center. The vehicle did not show up and P. Bertrand called MV only to find out they did not have a ride scheduled. MV subsequently dispatched a vehicle to pick up P. Bertrand.

V. Caldara stated that this was an MV issue. The office staff did not properly schedule the pick-up. The office staff member was reprimanded and additional training was given.

P. Bertrand indicated he likes to make reservations via email and this appears to be working well.

Barbara Simpson and Dianne Winkel indicated that they have family members who are paratransit clients. Both indicated that the federally allowable one hour maximum ride time can cause interruption in their family's lives as arrival times can vary from trip to trip.

Members of the audience agreed. Issues include caretakers expecting a client home at a certain time and having to wait longer than expected until the client arrives home, which results in unproductive time for the caregivers. This can also interrupt time-sensitive medicine or food intake.

C. Runge stated that it appears the two primary concerns expressed by audience members today are that communication should be improved and that a paratransit client survey should occur. He stated that he will provide contact information and upcoming TCC meeting dates to those in attendance, and those who would like this information should write their names and email addresses on the paper that is being circulated in the audience. He also stated that Green Bay Metro staff intends to conduct a paratransit client survey in the near future.

S. Popp indicated she has been an advocate for persons with disabilities for many years and has used various transportation services throughout the years due to disability. S. Popp is employed by Options for Independent Living and will work one-on-one with the clients and their guardians and set up three-way phone calls if necessary to allow all to participate in solving an issue.

S. Popp distributed her business card to audience members.

C. Runge reiterated the importance of clients and their guardians/caregivers talking with their case workers if paratransit issues arise and contacting MV or Green Bay Metro as soon as possible to resolve these issues.

T. Wittig, Green Bay Metro Director, stated that Metro is under contract with MV and that the contract is not over. It is possible for Metro to issue a Request for Proposals (RFP) for the provision of paratransit services in the Green Bay area. At least eight firms, including large national firms, have expressed interest in putting a proposal together. However, T. Wittig indicated that since September 2011, complaints regarding MV have been minimal. T. Wittig did acknowledge that there were service issues in May 2011 when MV took over the contract and those were solved shortly after he arrived in Green Bay in the summer of 2011.

A motion was made by M. Schulman, seconded by D. Johnson, to return to regular business. Motion carried unanimously.

C. Runge thanked members of the audience for attending the meeting and providing comments to the committee.

5. Other matters.

The meeting dates for 2014 are as follows:

Monday, June 9, 2014
Monday, September 8, 2014
Monday, December 15, 2014

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

6. Adjourn.

C. Runge closed the meeting at 12:25 p.m.